William Howard Taft NHS

U.S. Department of the Interior National Park Service



Special Use Permit (SUP) Procedures and Conditions

Special events, public assemblies, meetings, and other activities considered non-traditional, i.e., not a customary park visit or not related to the legislatively mandated purpose of the park, and special park uses which require a Special Use Permit (SUP) are subject to certain restrictions. These restrictions are set forth in 36 CFR 1.6, 2.50, and

2.51, National Park Service Management Policies 2006, and other specific requirements imposed by the Superintendent.

Activities requiring a Special Use Permit, include, but are not limited to:

- o First amendment rights-related activities
- o Commercial filming/photographic activities
- o Public meetings
- o Non-NPS special events
- o Weddings
- o Receptions
- o Religious services or assemblies
- o Commemorative ceremonies

The National Park Service encourages park uses that draw meaning from their association with, and have a direct relationship to park resources. Conversely, the National Park Service discourages uses not consistent with the preservation and/or protection of park resources, visitors, and/or values.

The National Park Service may permit a Special Park Use if the proposed activity will not:

- o Interfere with normal park usage
- o Constitute a consumptive form of use
- o Have undesirable impacts on park resources

- o Compromise the historic scene or landscape including historic buildings
- o Present a danger to public welfare and safety, including safety of the participants

The time, location, and conditions for such activities shall be regulated by permit to avoid:

- o Infringement upon the enjoyment and rights of other park visitors
- o Traffic congestion
- o Injury to non-participants and damage to park property
- o Disruption of normal park operations
- o Unwarranted risk to participants due to inadequate equipment, lack of qualifications or supervision, weather or other factors.

Reservations: We accept reservations for up to one year in advance.

Special Use Permit Fees: A non-refundable application fee of \$0.00 is required to reserve a date on the park calendar and must be enclosed with your Special Use Permit Application Form. A cashiers check, money order, or personal check should be made payable to the National Park Service with your Social Security Number or Tax Identification Number noted on your check.

If administration of an SUP requires the park to incur additional costs, the Permittee will be assessed those costs in addition to application fee. Additional charges may be incurred for administrative services, overtime, repairing/restoring/cleaning resources, security, or similar costs associated with the event. Any additional costs will be required to be paid at the time of the issuance of the Special Use Permit.

The permittee shall pay the United States for any damage resulting from this use which would not reasonably be inherent in the use which the Permittee is authorized to make of the land described in this permit. Such damages would be billed to the Permittee after the event.

Applications: Complete the Application for Special Use Permit (Form 10-930). Please review and sign

the Terms & Conditions below and submit them with your permit application. These terms & conditions

outline the specific requirements and restrictions of the permit. The permit application requires that you

include either a tax ID number or social security number. This number is required by Federal Code 31 USC 7701c from a person or organization doing business with the Federal government and can be used

to collect and/or report delinquent debt. Mail the completed application as well as the signed terms and $\,$

conditions document and the application fee of \$0.00 to:

William Howard Taft National Historic Site, Attn: Special Park Uses Coordinator, 2038 Auburn Avenue Cincinnati, OH 45219.

Applications must be received at least two weeks prior to your requested date.

Permits: If your application is approved, a Special Use Permit will be prepared and mailed to you for signature.

Upon receipt, please review, sign and return the permit along with any additional cost recovery fees to our office for the Superintendent's signature. After the Superintendent signs the permit, a copy of the permit as well as the signed procedures and conditions packet will be forwarded to you. The approved, signed permit copy must be in your possession at the time of your event.

Terms & Conditions: To maintain park natural and cultural resources and quality visitor experiences the following restrictions and requirements apply to Special Use Permits:

- 1. The Federal Government, its agents and employees, cannot be held liable for claims for damages or suits for any injury or deaths from any cause occasioned by the Permittee's occupancy and use of the land and facilities included within the permit.
- 2. This permit may not be transferred or assigned without the consent of the Superintendent in writing.
- 3. The Permittee is prohibited from giving false information; to do so will be considered a breach of conditions and be grounds for revocation [Re: 36 CFR 2.32(4)].
- 4. The area will remain open to the public.
- 5. No personal monetary gains will be derived from the use of special use permits. The sale or free distribution of food to the public or participants is prohibited unless approved in the permit and all U.S. Public Health Service Standards are met.
- 6. Those conducting and participating in events shall maintain good order and proper decorum.

Public safety and general welfare will not be endangered.

- 7. Special care must be taken not to damage any historic object or structure or natural feature.
- 8. Permits are issued only for the use of approved areas and during the designated times as outlined in the permit.
- 9. Park areas will be left in the same condition as before the event.
- 10. The Permittee and participants will comply with any instructions from an official representative of the park.

- 11. All traffic direction and crowd control will be the responsibility of the National Park Service.
- 12. The Permittee and participants will not disturb, adversely effect, alter, damage, or remove any natural/cultural resources, archeological or historic artifacts. Digging, scraping, chiseling or defacing natural

features are prohibited.

Printed name of Permittee:

- 13. All vehicles (including motorcycles) must be parked in designated parking areas. Carpooling is recommended; parking may be limited in some areas. Handicapped parking restrictions will be enforced.
- 14. Erecting of banners, signs, etc. is prohibited.
- 15. Serving of alcohol or any type of bar service is prohibited.
- 16. The park's copy machine is for government official business only.
- 17. Violation of the terms and conditions of the permit may result in the immediate revocation of the permit.
- 18. The use of internet access from non-government computers and non-government employees are prohibited.

Other stipulations may be added depending on the specific nature of your request.

If you have any questions about the application process or your permit, please contact Special Park Uses Coordinator Kerry Wood at (513) 684-3262, or email: Kerry_Wood@nps.gov.

| Agreed to by: |
|--|
| Permittee Signature/Date |
| Reviewed: |
| Special Park Uses Coordinator/Date |
| Authorized: |
| Superintendent, William Howard Taft NHS/Date |
| Approved: |
| Disapproved: |

(NPS Form 10-930) National Park Service

(OMB No. 1024-0026) (William Howard Taft NHS)

(NEW 10/00) 2038 Auburn Avenue

(Expires 3/31/2010) Cincinnati, OH 45219



(513-684-3262)

Application for Special Use Permit

Please supply the information requested below. Attach additional sheets, if necessary, to provide required information. Allow AT LEAST 4 business days for processing (2 business days for First Amendment requests). A non-refundable processing fee should accompany this application unless the requested use is an exercise of a First Amendment right. You will be notified of the disposition of the application and the necessary steps to secure your final permit. Your permit may require the payment of cost recovery charges and proof of liability insurance naming the United States of America as also insured.

| Applicant Name: | Organization Name: | | | |
|--|----------------------|--|--|--|
| Social Security #: | Tax ID# | | | |
| Street/Address: | Street/Address: | | | |
| City/State/Zip Code: | City/State/Zip Code: | | | |
| Telephone #: | Telephone #: | | | |
| Cell phone #: | Cell phone #: | | | |
| Fax #: | Fax#: | | | |
| E-mail: | E-mail: | | | |
| Description of Proposed Activity (attach diagram, attach additional pages if necessary): | | | | |
| | | | | |
| | | | | |

| Requested Location: | | | |
|--|-----------------------------------|---------------------------------|---------------------------------------|
| Date(s): | | | |
| Event set up will begin: (date and time) | Event will begin: (date and time) | Event will end: (date and time) | Removal will be done: (date and time) |
| Maximum Number of estimate) | Participants | | (Please provide best |
| | Vehicles | | (attach |
| parking plan) Support Equipment (lis | st all equipment; attach ac | dditional pages if nece | ssary) |
| | 1 1 | 1 0 | |
| | | | |
| | | | |
| | | | |
| | (contractors, etc. including | | |
| | | | |
| Individual in abarga of | favant on site (include ed | drass talanhana and a | all phone numbers): |
| narviduai ili charge ol | event on site (include ad | uress, telephone and c | ell phone numbers): |

| Is this an exercise of First Amendment Rights? | $\square Y$ | □N |
|---|-------------|--------|
| Are you familiar with/ have you visited the requested area? | $\square Y$ | □N |
| Have your obtained a permit from the National Park Service in the past? | $\square Y$ | □N |
| (If yes, provide a list of permit dates and locations on a separate page.) | | |
| Do you plan to advertise or issue a press release before the event? | $\square Y$ | □N |
| Will you distribute printed material? | $\square Y$ | □N |
| Is there any reason to believe there will be attempts to disrupt? | | |
| protest or prevent your event? (If yes, please explain on a separate page.) | $\square Y$ | □N |
| Do you intend to solicit donations or offer items for sale? | | |
| (These activities may require an additional permit.) | □Y | □N |
| The applicant by his or her signature certifies that all the information given correct, and that no false or misleading information or false statements have been given | • | te and |
| Signature Date_ | | |
| ************************************** | ****** | **** |
| Information provided will be used to determine whether a permit will be issuapplication must be accompanied by an application fee in the form of a camoney order in the amount of \$ 0 .00 made payable to National Park Servi | shiers che | eck or |

application must be accompanied by an application fee in the form of a cashiers check or money order in the amount of \$\(\frac{0}{2}\)_.00 made payable to **National Park Service**. Credit card payments may be accepted at some parks. Application and administrative charges are non-refundable. This application should be mailed to **William Howard Taft National Historic Site** at the Park address found on the first page of this application.

Note that this is an application only, and does not serve as permission to conduct any use of the park. If your request is approved, a permit containing applicable terms and conditions will be sent to the person designated on the application. The permit must be signed by the responsible person and returned to the park prior to the event for final approval by the Park Superintendent.

The above application form is provided with the understanding that parks will insert appropriate park names and addresses and the amount of the application fee as desired.

Paperwork Reduction Act Statement: This information is being collected to allow the park manager to make a value judgment on whether or not to allow the requested use. All the applicable parts of the form must be completed. A Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Estimated Burden Statement: Public reporting burden for this form is estimated to average 30 minutes per response including the time it takes to read, gather and maintain data, review instructions and complete the form. Direct comments regarding this burden estimate or any aspects of this form to the National Park Service, Special Park Uses Program Manager, 1849 C Street NW (2460), Washington, D.C. 20240